



JOB POSTING TOWN OF FOXBOROUGH

HUMAN RESOURCES ASSISTANT (PART TIME)

The Town of Foxborough is seeking a qualified skilled administrative professional to support the Human Resources Department in recruitment activities, policy administration and personnel file administration. This is a newly created part time non benefit position reporting to the Assistant Town Manager, 15 hours per week.

Duties include but are not limited to: Assist with creation of job posting, contacting candidates, maintaining applicant tracking system, interview materials and scheduling, onboarding and communication with applicants. Assist with maintaining an accurate and legally compliant centralized human resource function including centralized personnel file administration system. Assist with policy administration, training, communication, tracking and follow through of policies and related training. Responsible for Time Off and Personnel Action Forms, verifies information; enters data. Assists with Employee Self Service Platform. Works closely with Town Departments to ensure open communication with regard to processes, policies and procedures. Assists with job description compensation and classification and collective bargaining recordkeeping and updates. Provides information and assistance to employees regarding benefits and employment. Maintains confidentiality and professionalism.

Qualifications and experience: Associates degree preferred; three years to five years of human resources office experience; municipal experience preferred; strong experience in customer service; or any equivalent combination of education and experience.

Salary range \$26.67 - \$33.35 per hour. Part time non-benefit position.

Apply to: <https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by June 7, 2016.

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.

POSTED: MAY 17, 2016